UJTL Task Formatting and Submission

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Agenda

- UJTL Task Guidance and References
- Formatting UJTL Tasks
- UJTL Development Process

UJTL Task Guidance and References

Guidance and References

- **References in CJCSM 3500.04D:**
  - **Enclosure G, Paragraph 3, “Task Development Guidelines**
  - **Enclosure H, Paragraph 1, “Formatting UJTL Tasks”**
- ***Simplicity* is the key**
- **A well-written task facilitates the approval process**

Guidance and References

- **Broad tasks are easier to tailor than narrowly-focused ones**
  - **Tailor with conditions and measures**

"Assist Host Nation in Population and Resource Control"
could be
"Conduct Population and Resource Control"
with measures of
-Instances of Host Nations assisted
-Instances of assistance
-Number of nations assisted
-Percentage of Nations in AOR assisted
etc.
Also, the task could now be applied to domestic situations

Formatting UJTL Tasks

Formatting

- **Tasks " title shall be clear and concise with one verb and one subject to the verb per**

SN 4.6.3 Provide Logistics

- **Definitions "should be limited to three to five sentences and provide a clear, concise definition of the task**

To provide *acquisiton logistics, the technical and management activities
conducted to **ensue supportability throughout the acquisition process. To
enable, assist, and perform production, fielding/deployment, and operational
support.

*Spelling is important...
**"Spell Checkers" don't catch all the errors

Formatting

- **Notes "amplify the definition and follow the basic rules for a definition"**

Note: Task includes the production and delivery of materiel, supplies, and
equipment, including required support infrastructure, to the field for
operational use and identifying, developing, and performing modifications to
fielded systems throughout the acquisition process and throughout the life
cycle.

- **explain how the task is accomplished." Draft joint publications cannot be used"**

(JP 4-03, 4-05, CJCSI 3120.05, DODD 5000.1, DODD 5105.19, DODI 5000.2)

- **Tactical tasks can list Service Manuals and Service Task Lists as references**

Formatting

- **Spell out acronyms to facilitate understanding in a database format, and use JP 1-02 terms**
- **Hierarchical placement of a task is crucial**
  - **Determine Level of War (LoW)**
  - **"While there is no direct link between levels of command and LoW, certain**

SN and ST mainly used by geographical and functional combatant commanders
OP mainly used by JTF commanders
TA normally take place in battlefields and where engagements are executed, normally assigned to tactical units or task forces

Formatting

- **Determine the numerical placement by associating the task with an appropriate primary (*single digit*) task**

> **SN 1, "Conduct Strategic Deployment and Redeploym**
> **OP 1, "Conduct Operational Movement and Maneuve**
> **TA 1, "Deploy/Conduct Maneuver"**

- **Place tasks at appropriate LoW**
  - **Intertheater deployment occurs primarily at strategic level**
  - **Should *not* be included at OP and TA level**

Formatting

- **"LoW of an activity is determined by the nature of the activity itself and by the context in which it occurs"**
  - **Decision to employ nuclear weapons is Strategic**
  - **Actual delivery of the weapons is tactical**
- ***A few words about numbering tasks***
  - **High-level, overarching tasks have a single-digit identifier, followed by tasks with more digits and finer detail**
    - **SN 3 – Employ Forces**
    - **SN 3.5 – Provide Space Capabilities**
    - **SN 3.5.1 – Provide Space Support**

Formatting

- **Don't confuse finer detail tasks with "measures"**
  - **SN 3.5.1 – Provide Space Support**
    - **SN 3.5.1.1 – Move on-orbit assets from support of one theater to support of another.**

This looks more like a measure than an actual separate task.

Re-write this to read...
"Hours to move on-orbit assets from support of one theater to support of another"
and you have a measure, negating the need for a separate task.

Formatting

- **Separate tasks have unique measures**
  - **SN 3.5.1.1 – "Launch and initialize new satellites," is a completely new task, with measures of its own such as:**
    - **Months to produce a space platform for launch.**
    - **Percent of launches successfully place space platforms on-orbit**
    - **Percent of successful launches within seven days of original schedule ("Successful Launch" includes inserting satellite into proper orbit.)**
    - **Weeks to produce a launch platform.**

Formatting

- "Tasks and definitions shall be void of specifying means"
  - Includes type of unit, organization or system
  - A key clue is when a task includes the words "by" or "through" or "with"
- UJTL tasks detail organizational activities, not operations
  - Conducting a blockade or conducting amphibious assault is a complicated operation not necessarily able to be adequately covered in a single task

Formatting

- **Joint tasks shall not be organized to describe a sequence or process**
  - **Tasks in the UJTL are grouped by function**
- **A task definition shall not include conditions**
  - **Placing conditions in a task limits its "universality"**

Deploy, Concentrate, and Maneuver Land Forces

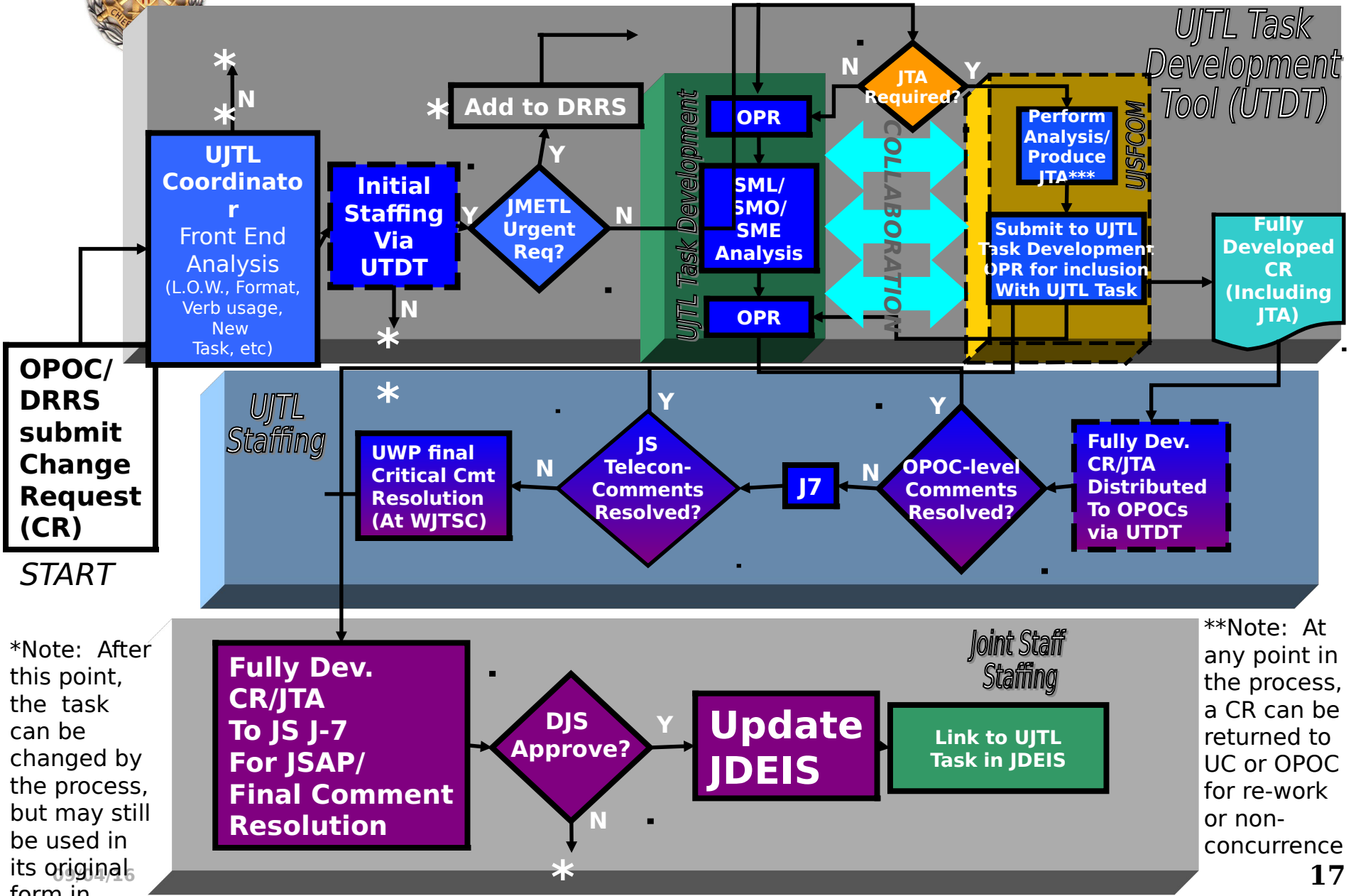
Where is the condition in this task???

- **All UJTL tasks must contain representative measures**
  - **Facilitates the determination of how well you perform the task**
  - **Includes a quantifiable measure and a criterion**
  - **Simple measures include a single measurement**
  - **Complex measures should not be used**

UJTL Development Process

Current UJTL Development Process

***Note: JTAs are no longer developed.


UJTL Task Development Tool (UTDT)
UJTL Coordinator Front End Analysis (L.O.W., Format, Verb usage, New Task, etc)
Initial Staffing Via UTDT
JMETL Urgent Req?
Add to DRRS
UJTL Task Development
OPR
SML/ SMO/ SME Analysis
OPR
COLLABORATION
JTA Required?
USFCOM
Perform Analysis/ Produce JTA***
Submit to UJTL Task Development OPR for inclusion With UJTL Task
Fully Developed CR (Including JTA)
OPOC/ DRRS submit Change Request (CR)
START
UJTL Staffing
UWP final Critical Cmt Resolution (At WJTSC)
JS Telecon-Comments Resolved?
J7
OPOC-level Comments Resolved?
Fully Dev. CR/JTA Distributed To OPOCs via UTDT
Joint Staff Staffing
Fully Dev. CR/JTA To JS J-7 For JSAP/ Final Comment Resolution
DJS Approve?
Update JDEIS
Link to UJTL Task in JDEIS

*Note: After this point, the task can be changed by the process, but may still be used in its original form in

**Note: At any point in the process, a CR can be returned to UC or OPOC for re-work or non-concurrence

Development Process

- **Organizational Points of Contact (OPOC) are the key to the process in the UTDT**
  - **Acts as a "filter" for that organization's task submissions**
  - **Ensures tasks meet the formatting requirements**
  - **Ensures the task submission is fully coordinated within the organization (i.e. COCOM, Service, CSA) prior to task submission and during the coordination process**
- **A sound rationale for the task is key to the process**

Development Process Steps

- Submit the Task
- Front End Analysis
- Initial voting
- SMO/SML/SME coordination
  - JTA development, if required
- Coordination within community via UTDT
- Comment Resolution
- Final Vote
- Final Staffing, via Joint Staff Action Processing system, including comment resolution
- Final version sent to Director of Joint Staff for approval

- **Questions?**